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## **CHAPTER 13 TRUSTEE FINAL REPORT**

The following instructions are for the filing of individual Chapter 13 Final Reports for completed, converted and dismissed cases. Chapter 13 Final Reports may be batch filed for converted and dismissed cases.

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Trustee Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Chapter 13 Trustee Final Report - Completing, Conversion or Dismissal**; click [NEXT]
- STEP 5** **Select the Party** screen displays. Select your name; click [NEXT]
- STEP 6** Upload pdf file; click [NEXT]
- STEP 7** Confirm case name and number; click [NEXT]
- STEP 8** Docket text appears. Review for accuracy; modify if appropriate; click [NEXT]

 ***TIP - Text of docket entry cannot be modified from this screen. If modification is necessary, use [BACK] button on your browser. THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

### **SAMPLE DOCKET TEXT**

**Chapter 13 Trustee Final Report and Account (Completed) (Conversion) (Dismissal) Filed by Trustee1 Trenton . (Trenton, Trustee1)**

- STEP 9** **Notice of Electronic Filing** displays.

